

Checking in & Getting Settled



Upon arrival at Fort Wainwright or Fort Richardson, soldiers must sign into the Replacement Detachment. At Wainwright, this is at Building 3401; at Richardson, soldiers sign in at Building 600.

Soldiers will get to Fort Greely by one of three different ways. They will go to the Replacement Detachments at either forts Richardson or Wainwright, or if on direct orders, report to their gaining unit at Fort Greely. If you arrive in Fairbanks by air, you should call the Replacement Detachment, 353-2273 or 353-2261. Billets and transportation will be provided by Fort Wainwright in Fairbanks while you await transportation to Fort Greely.

If your family is with you in concurrent travel status, you will be sent to the billeting office or, after duty

hours, to the Staff Duty desk at Post Headquarters to arrange for temporary lodging. At Fort Wainwright, call 353-7500; at Fort Richardson, call 384-0425/3926. If there's no answer, leave a message on the answering machine and someone will call back. The Replacement Detachment operates on a 24-hour basis, to include holidays. You must check in with them as soon as you are scheduled for inprocessing—only Family Housing can authorize TLA.

Visiting officer and enlisted quarters are available on a space-available basis for soldiers arriving or departing on permanent change-of-station. All personnel traveling on PCS orders are required to check with the Billeting Office before seeking transient accommodations off-post.

Replacement Detachment and Temporary Lodging

Finance

Most of your financial arrangements will be handled during your inprocessing. The Department of Defense has authorized Cost of Living Allowance for all soldiers in Alaska. The rate of COLA depends on marital status, the number of command sponsored dependents, rank and years of service. Basic Allowance for Housing is payable to soldiers authorized to obtain quarters on the economy. Enlisted soldiers also receive foreign-duty pay if they are not legal residents of Alaska.

Each post has a local finance office operating Monday, Tuesday, Wednesday and Friday from 9 to 11:30 a.m., and Monday, Tuesday, Wednesday and Thursday from 1 to 4 p.m. Customer service hours vary according to the service required.

The Fort Wainwright Finance Office, also serving Fort Greely, is in Building 3401, and can be reached by telephone at 353-1365. The Fort Richardson Finance Office is in Building 600, telephone 384-1171.

The web site for the 267th Finance Battalion is:
www.usarak.army.mil/267FB/267FB.htm

The U.S. Army Alaska flag pole greets motorists on the Glenn Highway east of Fort Richardson.

Photo: Brian Lepley



All soldiers on forts Wainwright and Richardson, in ranks private and above, who elect to serve "with-family-members" tours and who receive command sponsorship, are eligible to live in family quarters. All U.S. Army Alaska posts participate in the Army's "PCS House Express" and provide quarterly updates of housing information, on and off post, available for transmission worldwide.

Single or unaccompanied soldiers, staff sergeants and above, live in Bachelor Officer Quarters or Bachelor Enlisted Quarters or off post. Housing

heater outlet. The outlets have a 1,000-watt-maximum capacity, but even for very large engines, 850-watt heaters are adequate. Running extension cords from inside quarters to heat additional vehicles is not authorized.

For the most part, we provide dumpsters for garbage and in a limited number of dwellings we have pick-up service. All trash removal in government-owned housing is done by Public Works on a regularly scheduled basis. In 801 Family Housing in Birchwood and Walden Estates, the trash is picked-up from each housing unit on a scheduled basis.

bedrooms, with some four- and five-bedroom units available in the newer housing at both installations. Most units are two-story eight-plexes with a basement, while field-grade housing features duplexes (one floor with a basement). All housing units have bedrooms, bath, living room, dining room, kitchen and a full basement.

Soldiers with exceptional family members should know that there are no handicapped-equipped post-housing units at Fort Wainwright. Fort Richardson has a few. Personnel must have family members screened for the program before arriving here. A copy of

U.S. Army Alaska Housing

units on the Alaska posts are administered in compliance with AR 210-50 and local regulations.

Family quarters units are each equipped with dishwasher, garbage disposal, washing machine, clothes dryer, electric range and refrigerator. Residents may not use personal dishwashers if they require any change to the existing plumbing or wiring. All personnel authorized quarters are allowed shipment of their full household goods weight allowance.

The doors, stairs and hallways of family quarters will not accommodate oversized furniture or large freezers. Refer to the previous chapter on shipping personal property for more exact information on the size of furniture pieces that will fit into post-housing.

The Housing Furnishings Office will provide a "loaner issue" of furniture pending arrival of the member's personal household goods. The "loaner issue" includes such items as beds, dining table with chairs, and davenport, but does not include bed linens, pots and pans, or curtains. Cookware and dinnerware can be obtained from Army Community Service on a first-come, first-served basis. Other necessities may be obtained from your gaining unit.

Each set of quarters is assigned one parking space equipped with an engine



Photo: Alaskan Express

Denali National Park can be found mid-way between Anchorage and Fairbanks on the Parks Highway.

Soldiers assigned government quarters assume responsibility for all government property in their houses and are financially responsible for any damage incurred beyond fair wear and tear, even though a member of his/her family may not have done the damage. Government quarters are generally apartment-style, two-story frame buildings with full basements.

Fort Wainwright has a variety of older and newer housing. The newer quarters have garages and projects are ongoing to add garages to the older units, as funds are available.

On Fort Richardson, there are garages for four-plex, duplex and single-family quarters.

Quarters are either two or three

DA Form 5888 (Family Member Deployment Screening Sheet) must accompany a copy of DA Form 4787 (Reassignment Processing) for approved travel for family members. Please notify the Family Housing Office of your needs on arrival. DCA administers the Exceptional Family Member Program.

All maintenance and repair to family housing is accomplished by one of two methods. Self-Help, which includes the occupant's own efforts to perform handyman-type work, and service calls,

which operates on an individual job basis as requested by the occupant. Service calls cover jobs beyond the scope of Self-Help.

Assistance from the Directorate of Public Works can be obtained for routine and emergency work during duty hours. After-duty hours and on holidays and weekends, service orders are performed on an emergency-basis only for health, safety or security reasons.

Also, all soldiers must check in at the Family Housing Office before making any arrangements for housing, including off-post housing. This includes all bachelor or unaccompanied officers and senior enlisted members.



Fort Wainwright Housing

Telephone: 907 353-1666 (commercial)
DSN 317 353-1666

There are 1,804 sets of family housing quarters located on and off post at Fort Wainwright. Depending on the number of PCS rotations and size of families departing, the wait for family housing can be from two months to a year.

There are 550 sets of 801 Housing at Fort Wainwright. The Army arranged for a private developer to finance, build, own and maintain the first 400 units of 801 Housing that the Army needed. The second set of 150 units of 801 Housing is maintained by contract and located off post. In return, the Army leases the units back from the developer.

All ranks, with the exception of Field Grade and above, are eligible to occupy the 801 areas, to include certain units designed for exceptional family members. The units include spacious kitchens, attached garages and wall-to-wall carpeting.

Apartments off post usually cost approximately \$650 a month for one bedroom, \$700 for two-bedroom units, and \$850 for three-bedroom apartments. Utilities range from \$50 to \$270 a month, depending on location, type of utilities and time of year. The Fort Wainwright Housing Office provides the Preferred Tenant Program, in addition to CHHRS. This program is a service for Soldiers who need to reside off-post for a period of one year or more while waiting for quarters, or who would prefer to reside off-post permanently. It is specially designed for military families and offers a 3 percent below market rate for rentals.

For information concerning this program, call 353-1642. Rent for houses is higher, than for apartments or duplexes with an accompanying higher utility rate, especially if it is a total electric home. There are a limited number of four- and five-bedroom houses available. Soldiers requiring four or five bedrooms should be absolutely assured that housing is waiting upon arrival. For more information, call the Housing Office. The housing manager is in Bldg. 3401 at 353-1190 or 353-1666.

For off-posting housing, the CHHRS Office, 353-1660, is co-located in Building 3401 with the Family Housing Office. The office is open from 7:30 a.m. to 4:30 p.m. Monday, Tuesday, Wednesday and Friday and 9:00 a.m. to 4:30 p.m. on Thursday. All military members desiring to live off post must process through CHHRS prior to entering into any rental or sales agreement.



Photo: Pfc. Nathan Silvers

Renovated enlisted housing next to older housing at Fort Richardson.



Aerial view of Fort Richardson, including housing areas.

Photo: Brian Lepley

Fort Richardson Housing

Telephone: 907 384-0309 (commercial)
DSN: 317 384-0309



Photo: Spc. Rakim Ali

Field grade officer housing, Fort Wainwright.

There are 1,217 Family Housing Units at Fort Richardson, some of which include a magnificent view of the Chugach Mountains. Junior officer and enlisted housing is located within walking distance of the post Shoppette, schools and other services offered on post. Call the housing office at 384-0340 or stop by Building 602.

Pets are limited to two per household by post policies, and no exceptions are being granted at this time.

Family Housing and Lodging are located in Building 600. Family Housing is open from 8 a.m. to 5:00 p.m., Monday through Friday. The phone number is 384-0309. The Lodging office is staffed 24 hours, seven days a week. Call 384-0421 for reservations or information.

CHRRS rental listings are available for all members of the uniformed services and their families, who are authorized to live off post. Service is also extended to DOD civilian employees.

All military members desiring to live off post must process through the Fort Richardson Housing Office prior to entering into any rental lease or sales agreement.

Rental prices for unfurnished apartments range from \$500 to \$750 for one bedroom, \$850 to \$1,000 for two bedrooms, and \$1,200 to \$1,400 for three bedrooms. Four-bedroom apartments start at \$1,400 and very few are available. The landlord usually pays all utilities except for electricity and gas, which together average about \$200 per month. Security deposits range from \$400 to \$2,000. Very few units accept pets, particularly large dogs.

Lodging

With the popularity of recreational travel to Alaska and the large number of official travelers, U.S. Army Alaska Lodging strives to offer the finest temporary lodging to both official and "space-A" travelers. The popularity of Alaska means lodging is usually 100 percent booked from April through September. It is recommended that guests make reservations as soon as they are eligible for the best chance of a successful booking.

Reservation Information

To make reservations at an Alaskan post or any Army installation, call Army Central Reservation at 1-800-GOARMY1.

Temporary lodging at U.S. Army Alaska installations:

Fort Richardson (Anchorage)

Welcome Center (Building 600), Room 101,
Telephone: (907) 384-0421
Hours of operation: 24 hours daily
Number of rooms: 111.

Fort Wainwright (Fairbanks)

Murphy Hall (Building 1045)
Telephone: (907) 353-7291
Hours of operation: 24 hours daily
Number of rooms: 103.

Reservation Policy	Reservation service is offered during hours of operation. Reservations are accepted on a first-come, first-served basis. Please call at the earliest possible eligibility for the best chance at confirming your reservation.	Rates	Rates are subject to change. Please contact the reservation desk for current charges. A variety of payment types are accepted, including cash, checks, money orders and credit cards.
Official Visitors	Official visitors are military, Department of Defense civilian employees, contractors and guests of the command on letters of authorization or TDY, PCS, annual training or other orders. There are additional situations, so if you are unsure, please call for clarification. Official visitors may make reservations 180 days in advance of check-in.	Guest Services	The Front Office is available 24 hours daily to assist with your requests. From reservations, maintenance requests, accepting payments of other Army Alaska Lodging organizations, to needing a lift, if we have the equipment and/or personnel, we will be glad to do it.
Unofficial Visitors	Unofficial visitors are usually military and family members not on orders, retirees, hospital visitors (unless on orders), and guests of permanent party. There are additional situations, so if you are unsure, please call for clarification. For unofficial reservations from May 1 to September 15, call three days in advance of check-in date. For reservations from September 16 to April 30: call seven days in advance of check-in date.	Other Services	<ul style="list-style-type: none"> ♦ Convenience sundry sales are available at front desks. ♦ Daily custodial service is provided. ♦ Message Service. Messages are taken manually and then passed to our guests, or answering machines are available for sign-out at the front desk. ♦ Storage is available through coordination with the front office. ♦ Telephone service is provided through the on-post military system. You can make local, toll-free and DSN calls at no charge. You can use a calling card to make long-distance calls. ♦ FAX and copier services are available for "official" government business and for a fee for unofficial business. ♦ Newspaper machines are located in a variety of locations on each post. ♦ ATM machines are located in a variety of locations on each post. ♦ Physically challenged facilities are available at forts Richardson and Wainwright. ♦ Limited pet rooms are available to guests that meet policy parameters. There is a limitation of two pets per guest, and additional fees and deposits are associated with pets/pet rooms. ♦ A guest laundry is available in each lodging building. Soap vending machines are available for you laundry needs. ♦ Beverage vending and ice machines are located in most buildings. ♦ In-room amenities include clean, comfortable furnishings, cable television, a hair dryer, microwave, small refrigerator, iron, ironing board, coffee service and limited personal convenience items. ♦ Available-upon-request items include bed-boards, answering machines, movies, games, security safes, cribs, rollaway beds and sofa sleepers.
Guaranteed Reservations	When you make a reservation, you can guarantee it for arrival after 6 p.m. with advance payment of one-night's lodging. This can be cash or check or we can hold your credit card number, which will only be charged if you do not arrive or cancel your reservation by 6 p.m.		
Non-Guaranteed Reservations	Non-guaranteed reservations are cancelled daily at 6 p.m.		
Walk-ins	Walk-ins are welcome, especially when space is available. A good time to check for same-day space in the peak season is to call at 6 p.m. when non-guaranteed reservations are cancelled.		
Distinguished Visitors	It is recommended that official and unofficial visitors in ranks of O-6 and above contact the protocol office with their reservation requests. The Fort Richardson Protocol Office may be reached at 907 384-2067. The Fort Wainwright Protocol Office may be reached at 907 353-6679.		
Check In, Check Out	Check-in is after 3 p.m. Check-out is 11 a.m. daily. Exceptions to the checkout time can be coordinated with the front desk when occupancy allows. A charge for late checkout may be added to your account.		



Military Police Services

The 164th Military Police Company and 28th Military Police Detachment at forts Wainwright and Richardson provide 24-hour assistance to the community with information about road conditions, basic requirements for licensing, directions, referral to on- and off-post agencies, coordination with civilian law enforcement agencies, and general information pertaining to military laws and regulations. Please contact the Fort Richardson Military Police Desk at 384-0823 or Fort Wainwright at 353-7535 for further assistance or questions.

Privately-Owned Vehicle Registration

Personnel newly assigned to U.S. Army Alaska with privately-owned vehicles (POVs) must register their POVs with the military police within five working days of arrival or acquisition of a POV. At the time of registration, the owner of the POV is required to produce a valid driver's license, current vehicle registration (state) and proof of automobile insurance. POVs can be registered at either of the installation's

Military Police Desks, building #656 at Fort Richardson or building #3028 at Fort Wainwright.

Privately-Owned Weapons (Firearms) Registration

All persons (soldiers and civilians) desiring to carry, transport, and/or store weapons on USARAK posts must register the weapon(s) on USARAK Form 877 (Registration of Privately Owned Firearms) at the MP desk. USARAK Form 277 (Weapons Registration Record) must be carried whenever the weapon is carried or transported on a USARAK post. Personnel residing on USARAK posts and desiring to store weapons in their unit arms room, bachelor officers' quarters, bachelor enlisted quarters, or on-post family quarters must register the weapon within three working days of arrival or within three working days of acquiring the firearm(s). Sergeants first class and above, and civilians may sign their own USARAK Form 877 and register their firearms, however, soldiers (E-7 and above) must also obtain written permission to store firearms in bachelor

officers' quarters, bachelor enlisted quarters, or on-post family quarters. The Alaska Concealed Handgun Permit is NOT valid on USARAK lands.

Recreational Vehicle Parking and Storage

On-post storage areas are available for most recreational vehicles, as storage within the housing area is not authorized without a special permit, except on weekends immediately before or following use. Permission to utilize these storage areas can be obtained from Fort Richardson Outdoor Recreation, 384-1475, and Fort Wainwright Outdoor Recreation, 353-6349.

Drivers' Licenses

Military personnel are not required to get an Alaska driver's license or license plates if they are the sole owner of a vehicle and have a valid driver's license and vehicle registration from another state.

Family members of military personnel and civilian employees are subject to Alaska licensing and registration requirements. Family members must get an Alaska driver's license within 90 days after arriving in the state if not employed within the state. Civilians or family members employed on or off post must get an Alaska driver's license at the time of employment.

Staff Judge Advocate

A problem inherent in every PCS move is the possibility of damage to household goods and personal possessions during shipment. Claim forms and assistance in filing claims of any type are available from the USARAK Claims Division at forts Wainwright and Richardson. Newcomers are urged to contact the claim's office shortly after their property has arrived if damage or loss has occurred. Army Regulation requires claimants to visit a claims office within 70 days of the delivery of an individual's household goods and file the DD Form 1840-R, also known as the "pink sheets," which are received at the time of delivery.

The Fort Wainwright Claims Office is in Building 1562. For more information, phone (907) 353-6507. The Fort Richardson Claims Office is on the third floor of Building 600. For more information, phone (907) 384-0330. Both offices are open Monday through Friday, 9 a.m. to noon and 1:30 to 4:30 p.m.

Attorneys are available to provide advice and assistance concerning personal problems of a legal nature to soldiers, family members and retirees. The office provides many

services to include notarization of documents, powers of attorney, wills, adoptions, dissolutions of marriage and divorce, child support, landlord/tenant/real estate matters, vehicle purchases, debt

problems, and other legal issues. Guidance is provided on a myriad of other legal issues, such as obtaining stays of court proceedings under the Soldiers' and Sailors' Civil Relief Act, assistance on replies to reports of survey, and help with NCOER/OER appeals. Those seeking assistance should bring all documents pertaining to their problems with them.

The Fort Wainwright Legal Assistance Office is in Building 1562 and is open Monday, Tuesday, Wednesday and Friday from 9 to 11:30 a.m. and weekly from 1 to 4:30 p.m. The Legal Assistant Office is closed Thursday mornings. Except in emergencies, clients are seen by appointment only. The telephone number is (907) 353-6534.

The Fort Richardson Legal Assistance Office is in Building 600, and is open Monday, Wednesday and Friday, from 9 to 11:30 a.m. and weekly from 1 to 4:30 p.m. The office is closed on Tuesday and Thursday mornings. Except in emergencies, clients are seen by appointment only. The telephone number is (907) 384-0371.

